



## Subdivision Exception

([Land Use Application](#) also required)

### **Application Requirements**

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. All required information must be submitted by the application date in order for an application to be considered complete. *Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

***Drawings shall be folded; rolled drawings will not be accepted.***

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*Subdivision Exemption* means a lot line adjustment or split resulting in no additional lots.

City Ordinance Section [30-352](#)

1. Is located in the former Town of Elk River and was a separate parcel of record on June 24, 1971;
2. Is located in the former City of Elk River and was a separate parcel of record on December 7, 1980;
3. Is located in the former Town of Elk River and was the subject of a written agreement to convey entered into prior to June 24, 1971;
4. Is located in the former City of Elk River and was the subject of a written agreement to convey entered into prior to December 7, 1970;
5. Was a separate parcel no less than 2 1/2 acres and 150 feet in width on January 1, 1966;
6. Was a separate parcel of not less than five acres in area and 300 feet in width on July 1, 1980;
7. Was a single parcel of commercial or industrial land of not less than five acres and having a width of not less than 300 feet and its conveyance does not result in the separation or division of the parcel into two or more lots or parcels, any one of which is less than five acres or 300 feet in width; or
8. Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than 20 acres in area or 500 feet in width.
9. Is a boundary line adjustment or lot combination that is not a subdivision of property

Lot combinations and boundary line adjustments may be subject to additional rules and regulations imposed by the County and/ or your lending institution. Parcels must be located within the same school district, TIF district, same plat (if platted) and same section (if metes and bounds described property). Taxes due for the current year must be paid in full.

Each of following applicable requirements (unless waived by staff) shall be submitted:

- ☐ A. [Land Use Application](#) form
- ☐ B. Application Fee (check or cash)
- ☐ C. Survey (electronic copy)
- ☐ D. Legal descriptions of existing lots and legal description of the area to be transferred (electronic copy)
- ☐ E. Primary and Secondary Septic Locations (if applicable)
- ☐ F. Delineated Wetlands
- ☐ G. All other information as determined by City Staff

\*\*\*A separate [Easement Vacation Application](#) may also be necessary with a Subdivision Exemption

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_